



Billing Code: 5001-06

DEPARTMENT OF DEFENSE

Department of the Army

[Docket ID: USA-2013-0004]

Privacy Act of 1974; System of Records

**AGENCY:** Department of the Army, DoD.

**ACTION:** Notice to reinstate five systems of records.

**SUMMARY:** The Department of the Army proposes to reinstate five systems of records to its inventory of record systems to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

After review, it has been determined that the records covered under this previously deleted notice (see 77 FR 13571-13573, March 7, 2012) were erroneously deleted; therefore these notices are being reinstated.

**DATES:** This proposed action will be effective on [INSERT DATE 31 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]

unless comments are received which result in a contrary determination. Comments will be accepted on or before [INSERT DATE 30 DAYS FROM DATE PUBLISHED IN THE FEDERAL REGISTER].

**ADDRESSES:** You may submit comments, identified by docket number and title, by any of the following methods:

\* Federal Rulemaking Portal: <http://www.regulations.gov>.

Follow the instructions for submitting comments.

\* Mail: Federal Docket Management System Office, 4800 Mark Center Drive, East Tower, 2<sup>nd</sup> Floor, Suite 02G09, Alexandria, VA 22350-3100.

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

**ADDRESSES:** Send comments to Headquarters, Department of the Army, Privacy Office, U.S. Army Records Management and Declassification Agency, 7701 Telegraph Road, Casey Building, Suite 144, Alexandria, VA 22315-3827 or by phone at 703-428-6185.

**FOR FURTHER INFORMATION CONTACT:** Mr. Leroy Jones, Jr., Department of the Army, Privacy Office, U.S. Army Records Management and Declassification Agency, 7701 Telegraph Road, Casey Building, Suite 144, Alexandria, VA 22315-3827 or by phone at 703-428-6185.

**SUPPLEMENTARY INFORMATION:** The Department of the Army systems of records notices subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address above.

The Department of the Army proposes to reinstate five systems of records to its inventory of records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The previous systems of records notices are being republished in its entirety, below. The reinstatement is not within the purview of subsection of the Privacy Act of 1974 (5 U.S.C. 552a), as amended, which requires the submission of a new or altered system report.

Dated: March 21, 2013.

Aaron Siegel,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

A0600-8-104g AHRC

System name:

Career Management Individual and Dual Component Personnel Files.

System location:

U.S. Army Human Resources Command, 200 Stovall Street,  
Alexandria, VA 22332-0474. Decentralized segments exist at the  
General Officer Management Office, Judge Advocate General's  
Office, the Chief of Chaplains Office, and the Medical Service  
Corps. Official mailing addresses may be obtained from U.S. Army  
Human Resources Command.

Dual Component Personnel files are located at the U.S. Army  
Human Resources Command, 1 Reserve Way, St. Louis, MO 63132-  
5200.

Categories of individuals covered by the system:

Active Army members in enlisted grades E-5 through E-9, all  
warrant and commission officers. Any reserve or warrant officer  
on active duty as a regular Army enlisted; any reserve officer

on active duty as a regular Army warrant officer. All reserve officers, warrant officers, and enlisted members.

Categories of records in the system:

Name, rank, Social Security Number, basic entry date, promotion eligibility date; orders; record briefs; statements of preference; school credit papers; transcripts; details; career personnel actions; correspondence from individual concerned; original copy of efficiency report; academic reports; qualification records; appeal actions; assignment memoranda and requests for orders; memoranda concerning professional development actions; mandatory removal date; classification data; general orders concerning service awards; service agreements; variable incentive pay data; memoranda of interviews; assignment applications; resumes of qualifications, personal background and experience supporting service member's desires, nominative action by career managers; academic reports; copies of admonition/reprimands imposed under Article 15, UCMJ, letters of appreciation/commendation/recommendation; reports/letters from accredited educational and training organizations; and similar documents, records and reports.

Authority for maintenance of the system:

10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-39, Dual Component Personnel Management Program; Army Regulation 600-8-104, Military Personnel Information Management/Records; and E.O. 9397 (SSN), as amended.

Purpose(s) :

To manage member's Army career, when they will be considered for promotion; military education that needs to be completed for eligibility, including assignments, counseling, and monitoring professional development.

Specific only to Dual Component members: To make determinations if officer should be removed for substandard performance of duty; to advise of eligibility for retirement as either an officer or enlisted person and to apprise individuals of changes in the reserve program affecting them.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside

the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and on magnetic tapes and electronic storage media.

Retrievability:

By individual's surname and/or Social Security Number.

Safeguards:

Records are restricted to officially designated individuals in the performance of their assigned duties. Automated data are stored in vaults in secure buildings.

Retention and disposal:

Career branch individual files disposition pending until National Archives and Records Administration is approved, treat as permanent.

Reserve officer career management files are forwarded with the individual's personnel file when transferred to Army Reserve, entry to active duty National Guard, Standby or Retired Reserve, however, upon final separation the records are destroyed.

System manager(s) and address:

Commander, U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0474.

Commander, U.S. Army Human Resources Command, 1 Reserve Way, St. Louis, MO 63132-5200 for Dual Component individuals.

Notification procedure:

Individuals seeking to determine if information about themselves is contained in this record system should address written inquiries to the following:

For information concerning general officers: General Officer Management Office, 200 Army Pentagon, ATTN: Chief of Staff, Washington, DC 20310-0200.



For information concerning chaplains: Chief of Chaplains, 200 Army Pentagon, Room 1E417, Washington, DC 20310-0200.

For information concerning officers of The Judge Advocate General Corps: The Judge Advocate General, 200 Army Pentagon, Washington, DC 20310-0200.

For information pertaining to all other soldiers: Commander, U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0474. Individuals should designate Officer or Enlisted status.

For information concerning dual component personnel: Commander, U.S. Army Human Resources Command, 1 Reserve Way, St. Louis, MO 63132-5200.

Individual should provide the full name, Social Security Number, service identification number, military occupational specialty, military status, current home address and telephone number, and signature.

Record access procedures:

Individuals seeking access to records about themselves contained in this record system should address written inquiries to the following:

For information concerning general officers: General Officer Management Office, 200 Army Pentagon, ATTN: Chief of Staff, Washington, DC 20310-0200.

For information concerning chaplains: Chief of Chaplains, 200 Army Pentagon, Room 1E417, Washington, DC 20310-0200.

For information concerning officers of The Judge Advocate General Corps: The Judge Advocate General, 200 Army Pentagon, Washington, DC 20310-0200.

For information pertaining to all other soldiers: Commander, U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0474. Individuals should designate Officer or Enlisted status.

For information concerning dual component personnel: Commander, U.S. Army Human Resources Command, 1 Reserve Way, St. Louis, MO 63132-5200 Individual should provide the full name, Social Security Number, service identification number, military

occupational specialty, military status, current home address and telephone number, and signature.

Contesting record procedures:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

Record source categories:

From the individual; Army records; reports; enlistment, appointment, or commission related forms pertaining to the service member having a current active duty status; academic, training, and qualifications records acquired incident to military service; correspondence, forms, documents and other related papers originating in or collected by the military department for management purposes.

Exemptions claimed for the system:

None.

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A0600-8-1b AHRC

System name:

Line of Duty Investigations.

System location:

Personnel Plans and Actions Branch, Personnel Service Center at Army Installations; Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-0601; U.S. Army Human Resources Command, Alexandria, VA 22332-0400; U.S. Army Human Resources Command, 9700 Page Avenue, St. Louis, MO 63132-5200; National Personnel Records Center (Military), 9700 Page Avenue, St. Louis, MO 63132-5200; National Guard Bureau, 5109 Leesburg Pike, Falls Church, VA 22041-3258; and Regional Support Centers for U.S. Army Reserve. Official mailing addresses are published as an appendix to the Army's compilation of record systems notices.

Categories of individuals covered by the system:

Active duty, Reserve and National Guard members who have been injured, diseased or deceased and who are in a duty status.

Categories of records in the system:

Statement of Medical Examination and Duty Status; Report of

Investigation-Line of Duty and Misconduct Status;  
approval/disapproval authority memoranda, and other relevant  
supporting documents such as military police reports, accident  
reports, witness statements, and appointment instruments, and  
action on appeals.

Authority for maintenance of the system:

10 U.S.C. 972, Members: Effect of time lost; 10 U.S.C. 1204,  
Members, on Active Duty for 30 days or less or on inactive duty  
training: retirement; 10 U.S.C. 1207, Disability from  
intentional misconduct of willful neglect: separation; 10 U.S.C.  
3013, Secretary of the Army; 37 U.S.C. 802, Forfeiture of pay  
during absence from duty due to disease from intemperate use of  
alcohol or drugs; Army Regulation 600-8-1, Army Casualty  
Operation/Assistance/Insurance; and E.O. 9397(SSN), as amended.

Purpose(s) :

To review facts and circumstances of service member's death,  
injury or disease and render decisions having the effect of  
approving/denying certain military benefits, pay and allowances.

Routine uses of records maintained in the system, including  
categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b) (3) as follows:

Information may be provided to the Department of Veterans Affairs for the purpose of determining the service member's entitlement to benefits.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Note: This system of records contains individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfiche and electronic storage media.

Retrievability:

By Social Security number and by service member's surname.

Safeguards:

Paper records in file folders are maintained in file cabinets accessible only to authorized personnel in the performance of their duties. Electronic storage media accessible to authorized personnel with password capability.

Retention and disposal:

Documents related to determining line of duty status and incident investigation concerning individual Army members are maintained for 5 years then destroyed.

System manager(s) and address:

Commander, U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0400.

#### Notification procedure:

Individuals seeking to determine if information about themselves is contained in this record system should address written inquiries to the Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-0601 (For enlisted personnel on active duty); Commander, U.S. Army Human Resources Command, Alexandria, VA 22332-0400 (For officers on active duty); Commander, U.S. Army Human Resources Command, 9700 Page Avenue, St. Louis, MO 63132-5200 (For Army reserve personnel); National Personnel Records Center (Military), 9700 Page Avenue, St. Louis, MO 63132-5200 (For separated enlisted and officer personnel); National Guard Bureau, 5109 Leesburg Pike, Falls Church, VA 22041-3258 (For full-time National Guard Duty under 32 U.S.C., those in federalized status, or those attending active Army service school).

Individuals should provide the full name, Social Security Number, present address, and signature.

#### Record access procedures:

Individuals seeking access to records about themselves contained in this record system should address written inquiries to the Commander, U.S. Army Enlisted Records and Evaluation Center,



Fort Benjamin Harrison, IN 46249-0601 (For enlisted personnel on active duty); Commander, U.S. Army Human Resources Command, Alexandria, VA 22332-0400 (For officers on active duty); Commander, U.S. Army Human Resources Command, 9700 Page Avenue, St. Louis, MO 63132-5200 (For Army reserve personnel); National Personnel Records Center (Military), 9700 Page Avenue, St. Louis, MO 63132-5200 (For separated enlisted and officer personnel); National Guard Bureau, 5109 Leesburg Pike, Falls Church, VA 22041-3258 (For full-time National Guard Duty under 32 U.S.C., those in federalized status, or those attending active Army service school).

Individuals should provide the full name, Social Security Number, present address, and signature.

Contesting record procedures:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

Appeals of determinations by authority of the Secretary of the Army are governed by AR 600-8-1, Army Casualty and Memorial Affairs and Line of Duty Investigations; collateral review of

decided cases is limited to questions of completeness of the records of such determinations.

Record source categories:

From the individual, medical records, service member's commander, official Army records and reports, witness statements, civilian and military law enforcement agencies.

Exemptions claimed for the system:

None.

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A0065 AHRC

System name:

Postal and Mail Service System.

System location:

Postal facilities at Army headquarters offices, commands, and installations. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

Categories of individuals covered by the system:

Persons designated as postal clerks; military and civilian personnel assigned/attached to Army installations who require mail handling service.

Categories of records in the system:

Designating Army postal clerks/NCO's/supervisors/orderlies (DD Form 285); locator cards (DA Form 3955) comprising a directory of individuals assigned, en route, and/or departing given installation, showing individual's full name, grade, current mailing address, date of assignment/detachment, and Social Security Number.

Authority for maintenance of the system:

10 U.S.C. 3013, Secretary of the Army; DoD 4525.6-M, DoD Postal Manual; and E.O. 9397 (SSN), as amended.

Purpose(s) :

To designate persons authorized to perform Army postal functions; to maintain current addresses of persons arriving/departing units for the purpose of handling personal mail.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Information may be disclosed to the U.S. Postal Service.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, microfiche and electronic storage media.

Retrievability:

By individual's surname and/or Social Security Number.

Safeguards:

Records are located in secured buildings, accessible only to designated persons having an official need for the information. Electronic information is password controlled.

Retention and disposal:

Documents designating postal personnel are destroyed two years from the termination/revocation date of designation. Directory locator cards (DA Form 3955) are retained for 12 months after member's departure from unit and then destroyed.

System manager(s) and address:

Commander, U.S. Army Human Resources Command, ATTN: AHRC-PDO-IP, Army Postal Officer, 200 Stovall Street, Alexandria, VA 22332-0474.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Installation Postal Director at the unit where assigned or employed.

Individual should provide the full name, Social Security Number,

current address, and signature to assist in locating the Records.

#### Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Installation Postal Director at the unit where assigned or employed.

Individual should provide the full name, Social Security Number, current address, and signature to assist in locating the records. Personal visits may be made; individual must furnish proof of identity.

#### Contesting record procedures:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

#### Record source categories:

From the individual, unit commanders and Army postal officers.

#### Exemptions claimed for the system:

None.

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A0600-8-1a AHRC

System name:

Emergency Data Files.

System location:

U.S. Army Human Resources Command, Alexandria, VA 22332-0400.

Copy of Record of Emergency Data (DD Form 93) exists in  
soldier's field Military Personnel Records Jacket (MPRJ).

Categories of individuals covered by the system:

All military personnel on active duty.

Categories of records in the system:

File contains DD Form 93, Record of Emergency Data. Document  
reflects the service member's name; Social Security Number;  
spouse and children's names and current address; persons to be  
and not to be notified in the event of death or injury;  
information on wills, insurance, and other such information; and  
designation of beneficiaries for certain benefits.

Authority for maintenance of the system:

10 U.S.C. 3013, Secretary of the Army and E.O. 9397 (SSN), as amended.

Purpose(s) :

To document names and addresses of person(s) to be notified in emergency situations; to determine lawful disposition of service member's pay and allowances when that member is missing, captured, or becomes a casualty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may apply to this system.



Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Machine processed card in vertical file; paper copy in MPRJ.

Retrievability:

Card is retrieved by Social Security Number; paper copy in MPRJ is retrieved by soldier's surname.

Safeguards:

Building employs security guards; the office in which record is located is in operation 24 hours a day, 7 days a week. Records are accessible only to authorized personnel.

Retention and disposal:

The Emergency Data Card is retained until individual separates from the Army; then destroyed. Copy in the MPRJ is retired with the MPRJ. If individual dies, the form becomes part of the casualty case file which is retired upon completion to the National Personnel Records Center (Military), St. Louis, MO 63132-5200.

System manager(s) and address:

Commander, U.S. Army Human Resources Command, 200 Stovall  
Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals seeking to determine if information about themselves  
is contained in this record system should address written  
inquiries to the Commander, U.S. Army Human Resources Command,  
ATTN: AHRC-PEC, Alexandria, VA 22332-0400.

Individual should provide the full name and other information  
that can be verified from the file.

Record access procedures:

Individuals seeking access to records about themselves contained  
in this record system should address written inquiries to the  
Commander, U.S. Army Human Resources Command, ATTN: AHRC-PEC,  
Alexandria, VA 22332-0400.

Individual should provide the full name and other information  
that can be verified from the file.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial

agency determinations are contained in Army Regulation 340-21;  
32 CFR part 505; or may be obtained from the system manager.

Record source categories:

Service member.

Exemptions claimed for the system:

None.

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A0600-8-14 AHRC

System name:

Uniformed Services Identification Card.

System location:

Headquarters, Department of the Army, Major Army commands, staff  
and field operating agencies, installations and activities,  
Army-wide. Official mailing addresses are published as an  
appendix to the Army's compilation of systems of records  
notices.

Categories of individuals covered by the system:

Active duty, Reserve, National Guard and retired members of the uniformed services and their family members; Department of the Army civilian employees assigned overseas or residing on a military installation within the United States and their authorized family members; eligible foreign military personnel and their family members; civilian employees under contract with the Department of Defense, Uniformed Services and other government agencies and their authorized family members; Red Cross personnel authorized by the Geneva Convention to accompany the Armed Forces; as well as other civilian and uniformed service members found eligible in accordance with eligibility requirements.

Categories of records in the system:

Application for a Uniformed Services Identification Card/DEERS Enrollment, service members name, Social Security Number, unit address and phone number, date of birth, age, blood type, marital status, family member's name, age, home address and phone number.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations, 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-14, Identification Cards for Members of The Uniformed Services, Their Family

Members, and Other Eligible Personnel; and E.O. 9397 (SSN), as amended.

Purpose(s) :

Provide a record of identification cards issued and DEERS enrollment to ensure positive identification of personnel authorized privileges and service on military installations and/or activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD Blanket Routine Use set forth at the beginning of the Army's compilation of systems of records notices may apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes; discs; cassettes; computer printouts, and microfiche.

Retrievability:

By service members' name and Social Security Number; by applicant's name and Social Security Number.

Safeguards:

Records are maintained in secured buildings and are accessed only by authorized personnel who are trained and cleared for access, in the performance of their duties. Established procedures for the control of computer access are in place and periodically reviewed and updated to prevent unwarranted access.

Retention and disposal:

Applications for military identification cards are destroyed after 1 year. Uniformed services identification cards are destroyed when no longer needed for current operations.

Registers are destroyed after 5 years, unless they are bound which are maintained for 5 years after last entry then destroyed.

Uniformed Services identification cards for family members and other eligible personnel are destroyed when voided, replaced or is no longer valid (has expired).

System manager(s) and address:

Commander, U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the issuing office where the individual obtained the identification card or to the system manager.

Individual should provide the full name, number of the identification card, current address, and signature.

Record access procedures:

Individuals seeking access to records about themselves contained in this record system should address written inquiries to the issuing officer at the appropriate installation.

Individual should provide the full name, number of the identification card, current address, and signature.

Contesting record procedures:

The Army rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

Record source categories:

From the individual, Army records and reports.

Exemptions claimed for the system:

None.

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Date: 03/27/2013]